

Denver Comic Con

Position Description



Position Title: Room Logistics Captain	Position Type: Unpaid volunteer
Department/Team: Programming	Reports to: Programming Manager
Pre-Convention Time Commitment: up to 2 months, several required training sessions	
Convention Time Commitment: Entirety of Denver Comic Con, all 3 days, 5-6 hour shifts	
<p>Essential Duties and Responsibilities: The Programming Room Logistic Captain, working with the Programming Manager and Coordinator, is a highly trained and responsible volunteer that must oversee Panel Room and Cosplay Canyon operation during the weekend of the convention. The core duties and responsibilities include, but not necessarily limited to:</p> <ul style="list-style-type: none"> • Attend required pre-con orientations and trainings. • Assis with setting up and monitoring Programming archive cameras, completing log sheets, and after-session reporting. • Document any issues encountered during con and escalate issues up chain of command when needed. • Assist with organizing the Cosplay Canyon Photo-Stage during con. • Assist presenters with A/V needs, and resolving A/V issues with on-site A/V vendor. • Provide exceptional customer service for presenters (e.g. greeting them, providing water, etc.). • Keep assigned Panel Room/Cosplay Canyon clean and professional. • Notify Programming Coordinator about full trash cans, adjusting room temperature, or if water station needs refilling . • Maintain compliance with all convention policies and procedures. • Additional assigned duties as needed. 	
<p>Skills and Experience Requirements:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills, including ability to effectively and promptly communicate with the DCC Leadership Team and other volunteers. • Ability to follow a chain of command. All major decisions will be moved up the chain of command to the Programming Coordinator, then to the Programming Manager, then to the Assistant Director of Programming, and then to Director of Programming. • Excellent computer proficiency (MS Office – Word, Excel, PowerPoint, and Outlook). • Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer experience and leadership. • Exceptional customer service skills. • Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices. 	
<p>Physical Requirements:</p> <ul style="list-style-type: none"> • Must be able to talk, listen and speak clearly on radio. • Must be able to navigate through crowds and the Colorado Convention Center. • Regularly lift and/or move up to 30 pounds. • Ability sit in a dim lit room for half the day. 	
<p>Submissions Instructions: Email .PDF resume to the below email address. Please include "DCC Room Logistics Captain Application" in the subject of the email</p>	<p>Deadline Date: 3/6/2018</p>
<p>Submissions Contact: Programming Manager programming@popcultureclassroom.org</p>	<p>Revision Date: 2/6/2018</p>